

### New for Fall 2007!

The Fall 2007 REP Data Field Descriptions was posted on the CEPI Web site last Spring. Be sure to review the Index of Page Edits on pages 6 & 7 to review the updates, clarifications and new codes for the Fall REP Submission.

### Request to Remove Employees in the REP

CEPI can only remove duplicate records or employees who have never worked for your district. Complete instructions for removal of an employee from your REP file may be found in the current issue of the REP Frequently Asked Questions (FAQs) located on the REP Web page under the REP Help & Resources Section.

### FTE

An FTE must be reported for all employees except for the assignment codes of 00SUB and 00PAR. The FTE dictates what other fields need to be reported in the REP. If the FTE is less than 0.5, districts may report a limited number of fields (see Appendix A – pages 85-86 in the REP Data Field Descriptions for Fall 2007 Submission). If the FTE is 0.5 or greater, you report all of the fields required for the assignment code reported in Field 10.

### Highly Qualified (HQ) Status

**MUST Report HQ** - A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for identified core academic assignment codes with the codes "000AX" through "000ZZ". For a list of the core academic subject areas, refer to the General Education assignment codes marked with a double asterisk (\*\*) on pages 28 through 30 in the Fall 2007 REP Data Field Descriptions. For assignment codes "80002", "80005", "00410" and "00412", districts are to report highly qualified status.

**MAY Report HQ or "0"** - For any non-core academic assignments "000AX" through "00594" that are not required to be submitted for highly qualified status, districts may report "0" (not applicable) in this position.

**DO NOT Report HQ** - For assignment codes "60100" through "60700", "70000" through "79999", and "80001", "80004" and "80014" through "99900", submit a "0" (not-applicable) in this position.

### Reporting of Staff Assignments

When reporting staff assignments, it is important for districts to report the assignment that closely matches the

position held by the employee. The assignment codes listed under the heading General Education are those most commonly given to instructional staff members assigned to teach specific subject areas. If a specific subject is not listed as an assignment code, select the assignment code that matches the category of the subject area. For example, if a teacher is assigned to teach Algebra, report the assignment code "000EX" Mathematics. In Field 10 (pages 31 through 36) of the Fall 2007 REP Data Field Descriptions there is a crosswalk table that links the types of subject areas taught with the REP assignment codes. This crosswalk has proven to be a helpful guide to districts when determining which specific assignment code to use.

### Data Quality Initiative

During the EOY 2007 REP Submission, CEPI began a data quality initiative to help ensure the accuracy of data submitted by districts. E-mails were sent to districts when possible anomalies were discovered. Five examples of the areas reported to districts are:

1. Over reporting of professional development hours
2. Change in highly qualified status of teachers to non-highly qualified from Fall 06 to EOY 07
3. Reporting of duplicate records
4. Reporting of retired staff members who were reported as retired in the previous submission
5. Districts not reporting professional development hours

For the Fall 2007 data submission, CEPI will once again analyze the data submitted by districts and inform districts when a possible anomaly occurs. CEPI encourages you to finish your submission early, so that your district can take advantage of this service to you. The data quality initiative will help ensure that accurate data is reflected in all state and federal reports for your respective districts.

### Contact Us

For application concerns, please e-mail CEPI Customer Support at [cepi@michigan.gov](mailto:cepi@michigan.gov) or call 517.335.0505 and choose option 3 for CEPI Customer Support.

### Coming Up...

Fall REP Submission: September 4 through December 3

*Questions? Comments? Let us know at [CEPI@michigan.gov](mailto:CEPI@michigan.gov)!*